Technology Initiative Schedule - Teacheronlinetraining.com

|  |  |
| --- | --- |
| Task : | Select Committee Members |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Beverly Powell** |
| Date: | **Week 1** |
|  |  |
| Task : | **Create Agenda for 1st Meeting** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Beverly Powell** |
| Date: | **Week 1** |
|  |  |
| Task : | **1ST Committee Meeting (see agenda)** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **John Camponelli, Amanda Kruck, Amanda Singer, Beverly Powell** |
| Date: | **November 9, 2009** |
|  |  |
| Task : | **Administer Survey to Staff** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Teachers at Bunker Hill** |
| Date: | **November 10th – November 13th** |
|  |  |
| Task: | **Technology Initiative Committee 2nd Meeting (see agenda)** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee** |
| Date: | **November 13, 2009** |
|  |  |
| Task: | **Determine the Technology Solution and Budget (see agenda)** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee** |
| Date: | **November 16, 2009** |
|  |  |
|  |  |
| Task: | **Complete grant application at www.neafoundation.org** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee** |
| Date: | **(Grant must be submitted to district office for approval before submission.)**  **Online Submission Due Date: February 1, 2010 – Notification Date: April 15, 2010** |
|  | |
| Task: | **Meet with administration to discuss training dates**  **-1 day during August professional development**  **- ½ day during the year for teachers to collaborate**  **- Staff Meetings (10 – 15 minutes for review/presentation of new skills)**  **- Level Meetings (throughout the year- one a month devoted to team collaboration)** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee and Administration** |
| Date: | **Schedule meeting for early May 2010** |
|  |  |
| Task: | **Meet with school financial secretary to discuss grant policy/money allocation** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Project Manager** |
| Date: | **January 2010** |
|  |
| Task: | **Subscribe to Teacher Online Training at teacheronlinetraining.com**  **Assign courses to technology initiative committee members to view** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee** |
| Date: | **August 1, 2010** |
|  |  |
| Tasks: | **Collaborate with team to decide on 3 online courses to introduce at 1st professional development for teachers.**  **Decide on responsibilities for training session (August 25, 2010)** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee** |
| Date: | **August 13, 2010** |
|  |  |
| Tasks: | **Professional Development Day**  **-Present technology initiative to staff**  **-Introduce “Teacheronlinetraining.com”**  **-Present 3 online course trainings to staff** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee will present to Bunker Hill Elementary Staff** |
| Date: | **August 25, 2010** |
|  |  |
| Tasks: | **Follow up meeting from professional development day.**  **Discuss follow-up expectations with grade level team leaders.**  **Decide which grade level team meeting a month will be devoted to collaboration.** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Project Manager**  **Grade Level Team Leaders**  **Administrators** |
| Date: | **Meet during September Team Leader Meeting** |
|  |  |
| Task: | **Support grade level teams** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Grade Level Team Leaders**  **Administrators**  **Technology Initiative Project Manager** |
| Date: | **Monthly Team Leader Meetings** |
|  |  |
| Task: | **Teams will collaborate during at least one level meeting a month on creating interactive activities based on curriculum. These will be posted in the school shared directory.** |
| Location: | **Bunker Hill Elementary Grade Level Meetings** |
| Participants: | **Grade Level Teams** |
| Date: | **Meet at least once a month on predetermined dates.** |
|  |  |
| Task: | **Monitor progress of initiative** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee** |
| Date: | **Bi-Weekly** |
|  |  |
| Task: | **Staff Development (1/2 day) for teacher collaboration.**  **Teachers will create interactive activities and post them on the school shared directory.** |
| Location: | **Bunker Hill Elementary** |
| Participants: | **Technology Initiative Committee**  **Bunker Hill Elementary Staff** |
| Date: | **Predetermined ½ day of professional development** |
|  |  |
|  |  |